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QUANTICO, VIRGINIA 22134-5001

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Ref: (a) MCO P11000.22
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Encl: (1) LOCATOR SHEET

1. Purpose. To provide instructions and information for the management and use of bachelor housing quarters aboard the Marine Corps Base, Quantico, per the references.
2. Cancellation. MCBO P11101.4.
3. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.
4. Recommendation. Recommendations concerning the contents of the Bachelor Housing Manual are invited. Such recommendations will be forwarded to the Commander, Marine Corps Base (B 217) via the appropriate chain of command.
5. Applicability. This manual is applicable to all MCCDC and MCB activities.
6. Certification. Reviewed and approved this date.


R. T. BRIGHT
Chief of Staff

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BACHELOR HOUSING MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

BACHELOR HOUSING MANUAL

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CHAPTER 1

GENERAL INFORMATION

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BACHELOR HOUSING MANUAL

CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. To provide instructions and information for the administration, management, and operation of bachelor housing quarters aboard the Marine Corps Base, Quantico.

1001. SCOPE

1. This manual complies with Marine Corps policy, instructions, and basic guidance set forth, per the references, and promulgates command policy and establishes procedures for managing Marine Corps Base bachelor housing assets.

2. Marine Corps Base has a responsibility to provide all personnel residing in bachelor housing quarters with a well maintained and suitable living environment.

1002. RESPONSIBILITY

1. The Assistant Chief of Staff, G-4 is responsible for establishing the procedures to coordinate, manage, and control all bachelor housing quarters.

2. The Head, Bachelor Housing Branch, G-4 is responsible for the overall management of all bachelor housing quarters and coordinates enlisted transient billeting operations; submits an annual budget for bachelor housing and personnel support equipment; improves and maintains the habitability and acceptability of bachelor quarters; develops and implements consistent bachelor housing rules and regulations; controls assignments and terminations, approves all certificates of nonavailability and approves all authorizations for payment of basic allowance for quarters; ensures utilization of acquired assets and prepares the inventory, occupancy, and utilization reports forwarded to the Commandant of the Marine Corps (LFF-3); reviews and analyzes all program data that contains bachelor housing information, cost, maintenance, and other support and performance data by type and location; determines bachelor housing requirements, conducts surveys, and develops bachelor housing program data for the Commander, Marine Corps Base.

3. The custodian of the Marine Corps Base Billeting Fund will be assigned in writing, and will manage, administer, and account for nonappropriated funds collected in connection with the bachelor housing facilities; control the storage, issue, utilization, repair, and procurement of furnishings; supervise the procurement and control

of the issuance of supplies and services; designate all clerks required to handle funds in writing as cash collecting agents; be assigned in writing as the Unit Property Officer for Minor Account #15, and comply with the provisions of the references, in the management of bachelor housing assets.

1003. ASSIGNMENT POLICY. Future bachelor housing facility renovations and equity considerations for bachelor/geographical officers/staff noncommissioned officers dictate clarification of policy regarding billeting aboard Marine Corps Base.

1. Bachelor officers/staff noncommissioned officers will be billeted in Liversedge Hall, Bachelor Quarters, Building 15. Bachelor officers attending The Basis School will be billeted in the Bachelor Quarters at Camp Barrett.

2. Geographical bachelor officers will be billeted on a space-available basis.

3. Geographical bachelor staff noncommissioned officers will be billeted on a space-available basis.

4. Personnel pending legal separation from their spouse are considered geographical bachelors until they can present documents stating they are legally separated.

5. Personnel on permanent change of station orders may be billeted on a temporary, day-to-day, space-available basis in transient officer quarters. They will be charged at the non-duty rate.

6. Transient officer and staff noncommissioned officer quarters are available for personnel assigned on temporary additional duty/temporary duty orders and non-duty/retired personnel requiring temporary space-available billeting. Requests for enlisted transient billeting will be coordinated by the Assistant Chief of Staff, G-4, and the Head, Bachelor Housing Branch. The assignment to distinguished guest quarters in Harry Lee Hall, Building 17 and Quarters 109, will be coordinated by the Head, Bachelor Housing Branch, per paragraph 3006.

1004. ASSIGNMENT TO QUARTERS. Involuntary assignment to government quarters will be made starting with the junior member first.

1005. MANDATORY OCCUPANCY. When necessary for maintaining the prescribed utilization rate of 95 percent for adequate quarters, sergeants and below may be involuntarily assigned to government quarters aboard Marine Corps Base, Quantico.

1006. OCCUPANCY

1. Occupancy Eligibility. Personnel in the categories listed in paragraph 1003 are eligible for occupancy.
2. Requirement. All transient personnel and permanently assigned bachelor officers and staff noncommissioned officers will report to the Head, Bachelor Housing Branch, Liversedge Hall, Building 15 prior to acquiring other accommodations.
3. Identification. Personnel reporting to the Head, Bachelor Housing Branch will present proper identification and a copy of their orders prior to the assignment of quarters.
4. Family Members Occupancy. Permanent party bachelor quarters will be used to lodge only active duty members. However, with approval of the Head, Bachelor Housing Branch family members may be permitted to reside in bachelor quarters up to 30 days on a space-available basis and only if the temporary lodging facility has been filled. They will be charged at the non-duty rate.
5. Male/Female Occupancy. Government bachelor quarters may be occupied jointly by male and female personnel with the following stipulations:
 - a. Bachelor Quarters. Accommodations which are shared (two bedrooms with shared bath, toilet, or kitchenette) will be assigned to servicemembers of the same sex.
 - b. Quarters with Exterior Entrances. For buildings of "motel type" design, there shall be separate rooms, private baths and toilet facilities, and separate outside entrances. All occupants of a given room shall be of the same sex. Males and females will not share the same bath or toilet facilities.
 - c. Quarters with Interior Entrances. For buildings with interior entrances, there will be separate rooms. Separate bath, and toilet facilities are provided for each sex and will be reasonably isolated from the rest of the structure. Joint use of common areas such as lounges and laundry rooms is permitted.

1007. UTILIZATION. Maximum practical occupancy of adequate bachelor quarters shall be maintained at all times. However, the application of this policy shall avoid creating undue hardships for service members. Occupancy rates of 95 percent for adequate housing designated for permanent party personnel, and 75 percent for adequate transient or temporary additional duty housing are Department of Defense and the Commandant of the Marine Corps standards. The Commander, Marine Corps Base is responsible for the efficient management of all billeting spaces, inadequate as well as adequate.

1008. DIVERSIONS/REDESIGNATION OF UNACCOMPANIED HOUSING

1. Bachelor housing facilities, or portions thereof which are listed in the Real Property Inventory with Category Codes 721 or 724, will not be diverted (temporary change) or redesignated (permanent, category code change) to uses other than billeting without written approval of the Commandant of the Marine Corps (LFF).

2. Requests to divert or redesignate bachelor quarters, or any portion thereof, will originate from the building custodian who will provide justification and description of the billeting spaces and forward to the Head, Bachelor Housing Branch. The Head, Bachelor Housing Branch will endorse the request providing the program impact data required by reference (a) and forward the request to the Assistant Chief of Staff, G-4 for command endorsement to the Commandant of the Marine Corps (LFF).

1009. MINIMUM STANDARDS OF ADEQUACY. These standards are shown in figure 1-1. However, adequacy criteria will not apply to space-available occupants; e.g., geographical bachelors. The minimum standards of adequacy for temporary additional duty/transient personnel is to be used to determine when a certificate of nonavailability of quarters will be issued.

1010. TRAINING

1. General Information. Training and education in bachelor housing management techniques and practices should include a combination of both on the job training and formal courses of instruction. Training should be used to enhance the advancement of all military, civil service, Nonappropriated Fund Instrumentality personnel, and non-government employees involved in bachelor housing management.

2. Formal Training Support. The Head, Bachelor Housing Branch will identify all requirements for training and request formal courses from the Assistant Chief of Staff, G-4.

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Minimum Standards of Adequacy of Existing Inventory

GRADE	Permanent Personnel and PCS Students Minimum Transient Personnel Standards of Adequacy of Existing Inventory	Temporary Duty Minimum Standards of Adequacy
CAPTAIN AND ABOVE, (0-3) See Note	400 square feet, net living area to include living room, bedroom, private bathroom, and access to kitchen or officers dining facility receiving appropriated fund support	250 square feet, net living area to include private room shared bathroom with not more than one other person
LIEUTENANTS AND WARRANT OFFICERS (W-1 thru 0-2) See Note	250 square feet, net living area to include living room, bedroom, private bathroom, and access to kitchen or officers dining facility receiving appropriated fund support	250 square feet, net living area to include private room shared bathroom with not more than one other person
SNCO (E-6 thru (E-9) See Note	270 square feet, net living area to include private room and private bathroom	250 square feet net living area to include private room and central bathroom
NOTE: Net living area is measured from the inside face of the peripheral wall of the suite and includes all spaces and partitions thereby enclosed.		

Figure 1-1.--Minimum Standards of Adequacy of Existing Inventory.

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CHAPTER 2

PERMANENT BACHELOR QUARTERS

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CHAPTER 2

PERMANENT BACHELOR QUARTERS

2000. GENERAL. This chapter addresses that portion of bachelor housing designated as permanent unaccompanied bachelor personnel quarters.

2001. OCCUPANCY ELIGIBILITY. Sergeants and below will check-in with their battalion/squadron for billeting. Prior to obtaining quarters, officers and staff noncommissioned officers will provide a copy of their check-in sheet and a copy of their orders for verification of marital status when checking in with the Head, Bachelor Housing Branch, G-4. The following categories of personnel, listed by priority, are authorized to occupy government bachelor housing quarters:

1. Military necessity personnel.
2. Permanent party military bachelors not drawing basic allowance for housing.
3. Permanent change of station students unaccompanied by family members.
4. Permanent Change of Station Military Personnel Who Are:
 - a. Divorced, unaccompanied, and receiving basic allowance for housing for dependent support.
 - b. Legally separated, unaccompanied, and receiving basic allowance for housing at the with dependent rate.
5. Geographic bachelors on a temporary, day-to-day, space-available basis.
6. Staff noncommissioned officers who voluntarily accept inadequate or transient quarters for a period of 30 days only while awaiting availability of adequate quarters. Extensions to this period will be handled on a case-by-case basis.

2002. QUARTERS AVAILABILITY

1. Available adequate quarters will be assigned per paragraph 2001. If quarters are not available, a waiting list of personnel awaiting quarters will be established. As quarters become available, personnel on the list will be contacted.

2. Staff sergeants and above not wishing to voluntarily accept inadequate quarters are authorized to reside off base and will be advised to submit a request for basic allowance for housing "Own Right" through the member's unit commander.

2003. ENDORSEMENT FOR BASIC ALLOWANCE FOR HOUSING "OWN RIGHT." Staff noncommissioned officers and above, who do not desire to reside in quarters, are entitled to basic allowance for housing "Own Right." The request for basic allowance for housing must be forwarded to the individual unit commander for approval.

1. An availability/nonavailability endorsement will be provided, based on the number of personnel awaiting adequate quarters. This endorsement will state that basic allowance for housing will not commence until the individual receives a second endorsement stating quarters have been vacated.

2. An availability/nonavailability endorsement will be provided for officers and staff noncommissioned officers not residing in the bachelor quarters.

2004. BASIC ALLOWANCE FOR HOUSING "OWN RIGHT" (SERGEANTS AND BELOW)

1. Policy. Maximum practical occupancy is to be made of all adequate government bachelor quarters before basic allowance for housing is authorized. Therefore, members not qualifying for one of the exceptions listed in paragraph 2004.3, may not be authorized basic allowance for housing or per diem if adequate government quarters are available. Generally, regardless of adequacy, members without dependents who are assigned to or occupy quarters at their permanent duty station, will not be authorized basic allowance for housing. Occupancy rates of 95 percent for adequate housing and 75 percent for adequate transient quarters are the Commandant of the Marine Corps standards per reference (a).

2. Authority

a. Authority for entitlement to basic allowance for housing rests with the Commander, Marine Corps Base. Accordingly, activity commanders shall establish control procedures to preclude unwarranted basic allowance for housing when adequate quarters are available.

b. Entitlement to basic allowance for housing must be determined on a case-by-case basis to ensure that:

(1) The member is not required to reside aboard the activity for reasons of military necessity.

(2) Adequate government quarters are not available or, if available, the member qualifies as an allowable exception.

(3) Off-base quarters are available, meet the Marine Corps standards of adequacy, and have been certified as such by the activity housing referral service prior to authorization of basic allowance for housing. All permanent party personnel drawing basic allowance for housing will have an entry made in their service record book or officer qualification record.

(4) Off-base residency of the member is in the best interest of the Marine Corps and the health and welfare of the member.

c. The Commander, Marine Corps Base will give appropriate written notice to each member entitled to basic allowance for housing, and may use the following:

(1) Adequate government quarters will be made available to you during your tour of duty, and you should make only temporary off-base arrangements.

(2) Adequate government quarters are not available or, if available, the member qualifies as an allowable exception.

(3) Off-base residency of the member is in the best interest of the Marine Corps and the health and welfare of the member.

3. Extraordinary Instances of Basic Allowance For Housing Authorization. Bachelors may qualify as exceptions to the involuntary assignment policy, and may be authorized to reside off base receiving the appropriate basic allowance for housing in the following instances:

a. Members already drawing basic allowance for housing who have accumulated a significant quantity of furniture, and if required to live on base, would have to sell their furniture at a considerable loss, or store it at a considerable expense.

b. Members who sustain the loss of their only dependent through death, divorce or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base government quarters. If the members own their own home in the vicinity of their duty station, they may be exempted from on-base residency.

c. Females who have reached the 6th month of pregnancy and who desire to establish off-base residency prior to childbirth. A certificate from the medical officer verifying the expected delivery date is required.

d. For other good and sufficient reasons.

4. Procedures

a. All members will submit an NAVMC 10274, Administrative Action (5216) Form, through the chain of command to the Commander, Marine Corps Base (B 217).

b. Commanders or acting commanders will certify the reason for approval of all requests. A statement of current occupancy rate in the barracks is required.

2005. CHECK-IN/CHECKOUT PROCEDURES. All personnel residing in bachelor housing quarters will check-in and checkout with the Head, Bachelor Housing Branch, G-4 during normal working hours. The Bachelor Housing office will be added to all check-in and checkout sheets.

1. Check-In Procedures

a. The Head, Bachelor Housing Branch or a designated representative, will conduct a joint inspection with the resident of the quarters to be occupied, noting damage, cleanliness of the room, and the condition and quantity of furnishings. Upon completion of that inspection, the assignee will sign an inventory and condition statement, which will be filed at the Bachelor Housing Branch office for use in the preliminary and final inspection when the room is vacated.

b. After the initial inventory, discrepancies will be reported to the Head, Bachelor Housing Branch.

2. Checkout Procedures

a. Residents will notify the Head, Bachelor Housing Branch at least 30 days prior to the anticipated date of intent to vacate quarters.

b. Checkout inspections are conducted by appointment, between the hours of 0800 to 1500, Monday through Friday.

c. The Head, Bachelor Housing Branch or a designated representative, will conduct a joint inspection with the resident of the quarters to be vacated. The inspector will inspect for damage, cleanliness of the quarters, and the condition and quantity of furnishings.

d. Once the unit is accepted in a clean, assignable condition and settlement is made for any charges for damaged or missing property, the room keys will be returned to the Bachelor Housing Branch office during normal working hours.

2006. INSPECTION RIGHTS OF MANAGEMENT

1. Periodic inspections of quarters are made during normal working hours by the Head, Bachelor Housing Branch or a designated representative, for cleanliness to ensure health standards are met; to determine what repairs to facilities may be required, and as otherwise directed by the Commander, Marine Corps Base or a designated representative. Failure to properly maintain assigned quarters will be grounds for removal from quarters.
2. The Head, Bachelor Housing Branch or a designated representative, the officer of the day, or SctyBn personnel are authorized to enter locked quarters when suspicious or extraordinary circumstances justify such action.
3. Designated inspectors will notify the Head, Bachelor Housing Branch prior to the inspection of quarters.

2007. PERSONNEL SUPPORT EQUIPMENT

1. Permanent bachelors are required to sign for furnishings upon check-in. It is the resident's responsibility to obtain linen through their unit supply section.
2. Damaged or unserviceable furnishings will be reported to the Head, Bachelor Housing Branch who will provide replacement as availability permits. The resident will be assessed charges, as appropriate.

2008. REGULATIONS. Regulations governing bachelor housing quarters are listed in the references.

2009. MAINTENANCE DISCREPANCIES. Personnel will report maintenance problems to the Bachelor Housing Branch, located at Liversedge Hall, Building 15. The reception desk is manned 24 hours a day and personnel on duty will record the complaint and pass discrepancies to maintenance personnel accordingly. Refer to chapter 4 of this manual for further information.

2010. MAID SERVICE

1. Contract maid service is available on a daily or weekly basis Monday through Friday. The following services will be provided:
 - a. Bed made-daily,
 - b. Deck swept/vacuumed-daily,

- c. Head cleaned-daily,
 - d. Trash receptacles emptied-daily,
 - e. Dust furniture-daily, and
 - f. Linen changed-weekly.
2. Residents have the option to clean their own living area and not pay a service charge for maid service. If residents do not maintain their assigned quarters in a habitable and acceptable living manner, appropriate action will be taken, to include assignment and use of mandatory maid service. Service charges for residents shall be established at the minimum amount necessary to pay for elected maid service within the confines of their personal living spaces.

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CHAPTER 3

TRANSIENT QUARTERS

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CHAPTER 3

TRANSIENT QUARTERS

3000. GENERAL. This chapter addresses bachelor facilities, to include temporary additional duty/temporary housing, that are designated as transient personnel quarters. The temporary duty suites are under the management and control of the Head, Bachelor Housing Branch, G-4. The commander's distinguished guest quarters in Harry Lee Hall, Quarters 109, are controlled by the Head, Bachelor Housing Branch.

3001. OCCUPANCY/PRIORITY OF ASSIGNMENT

1. The following personnel are entitled to designated transient quarters on a confirmed reservation basis:

- a. Military personnel and Department of Defense civilians on temporary additional duty orders,
- b. U.S. and foreign civilians traveling as guests of the Armed Forces,
- c. Reserve personnel in temporary additional duty status, unit training status, and annual trainees on individual orders,
- d. Temporary additional duty foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement,
- e. Family members on medical temporary additional duty orders,
- f. Military personnel with or without family members arriving or departing for overseas installations on permanent change of station orders when temporary lodging facilities or permanent housing is not immediately available, and
- g. Families of service members stationed overseas.

2. The following personnel may occupy designated transient quarters on a space-available basis:

- a. Retirees, military personnel on leave, family members, or guests of military personnel assigned to the activity when temporary lodging facilities are not immediately available, and

b. Department of Defense civilian employees and their families arriving or departing incident to permanent change of station when temporary lodging facilities are not available.

3. When adequate quarters are not available, personnel will be given availability/nonavailability endorsements to enable them to reside off base. The individual may elect to accept inadequate billeting, in which case, personnel will be placed per their grade and gender in available inadequate quarters.

4. When availability of quarters is limited by the residency of personnel of a specific grade or gender, the Bachelor Housing Manager may adjust billeting arrangements to maximize use of available quarters.

5. Authorized personnel with reservations (30 days in advance) have priority. Permanent change of station personnel are not authorized to make reservations, but may occupy quarters on a space-available basis.

3002. FEES AND CHARGES

1. Per reference (a), a service and rental charge, as listed in figure 3-2, will be levied to cover the cost of maid service, supplies, and other services.

2. Service and rental charges are payable upon checkout by cash, personal, certified, or travelers checks, money orders, or credit cards.

3003. RESERVATIONS

1. Reservations may be made at any time by all temporary additional duty/temporary duty guests, up to 30 days in advance. Exceptions will be made on a case-by-case basis. The name, grade, social security number, gender, and length of stay must be given when the reservation is made. If upon presenting orders and identification on arrival, the guest is determined to be ineligible to stay in the facility, reservations will be cancelled. Reservations for bona fide guests must be made by an authorized sponsor. The sponsor must sign in their guest and assume responsibility for their conduct and for payment of the bill.

2. Group reservations will initially be accepted to block the number of rooms desired. A letter from the sponsoring activity head will be required. The activity head sponsoring the group will provide the Head, Bachelor Housing Branch with a list of attendees, (name, grade,

social security number, gender, credit card, address, and point of contact). This will ensure a reservation is made and expedite check-in. If attendee names are not provided 30 days prior to the date of arrival, rooms will be subject to reassignment without notice. Activity heads will be provided with an individual reservation number once the list of attendees is received at the Bachelor Housing Branch.

3. The regimental room located in Harry Lee Hall, Building 17, is opened for use by all uniformed personnel and civilian employees of the Marine Corps for ceremonial and formal functions limited to commissioning, changes of command, promotions, awards, retirements, and reenlistments. Reservations can be made by contacting Head, Bachelor Housing Branch at DSN 278-3327 or commercial 703-784-3327.

3004. CHECK-IN/CHECKOUT PROCEDURES

1. Check-in may be accomplished any time after 1400. Guests must provide proper identification. If rooms are available, guests may check-in early.
2. Upon checkout, departing personnel will return assigned key(s) to the front desk clerk at Liversedge Hall. Checkout is 1200 on the day of departure. Arrangements must be made with the Head, Bachelor Housing Branch to extend this time. Failure to checkout by 1200 can result in a room charge for that day. All monies owed for rentals and damages will be collected at this time.

3005. REGULATIONS. Regulations governing the transient facility are listed in chapter 5 of this manual with the following additions:

1. Only paid guests are authorized access to the rooms in the facilities.
2. No overnight guests or dependents are authorized in these quarters except as provided for in reference (a).
3. All posted restrictions are applicable to guests of the facility.

3006. DISTINGUISHED GUEST SUITES

1. Information. Four distinguished guest suites at Harry Lee Hall, Building 17, have been established as part of the bachelor housing organization. The Head, Bachelor Housing Branch is responsible for the management of these facilities to include collection of room charges, issuance of room keys, maintenance, and cleaning. These duties will be exercised under the cognizance as the Assistant Chief of Staff, G-4

a. Use of distinguished guest suites is restricted to the following:

(1) Flag officers in the U.S. Armed Forces on official temporary additional duty in the Marine Corps Base area,

(2) Senior civilian officials of the U.S. Government (SES-1 and above) on official temporary additional duty in the Marine Corps Base area,

(3) Flag officers of foreign armed forces temporary additional duty aboard Marine Corps Base,

(4) Senior officials of foreign armed forces on temporary additional duty aboard Marine Corps Base,

(5) On a space-available basis, U.S. Armed Forces personnel in the grade of O-6 or above on temporary additional duty in the Marine Corps Base area, and

(6) Other guests specifically authorized by the Commander, Marine Corps Base.

b. Other senior officers and civilian guests of the command on temporary additional duty aboard Marine Corps Base and/or senior officials visiting Marine Corps Base will be billeted in suites at Liversedge Hall, Building 15.

c. The Head, Bachelor Housing Branch will monitor all unexpected changes in the itineraries of guests, especially delayed departure dates, and any special considerations or needs of expected guests as far in advance of the guests arrival as possible.

d. The Head, Food and Hospitality Branch, Marine Corps Community Services will coordinate with the Head, Bachelor Housing Branch as necessary, to accomplish re-stocking of the liquor cabinet in conjunction with any problems and/or special needs by occupants of the suites which may come to his/her attention.

2. Reservations. Reservations can be made by contacting the Head, Bachelor Housing Branch at 703-784-3149 or DSN 273-3149. Reservations will be accepted on a daily basis.

3. Distinguished Guest Suite/Suite Charges. Rental/service charges for the distinguished guest quarters and suites are contained in figure 3-2.

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	CIVILIAN GRADE GROUP				
MILITARY GRADE GROUP	GEN SCHEDULE	TEACHERS (20 U.S.C 901-907)	NAF EMPLOYEES	AMERICAN RED CROSS	WADE SYSTEMS
0-7 thru 0-10	SES-1 thru SES-5		NF VI	31	
0-6	GS-15		NF V	28-29	
0-5	GS-13 and GS-14			25-27	WS-14 thru WS-19. WL-15 and production facilitating and nonappropriated fund (NAFI) equivalents
0-4	GS-12	Classes IV and V	NF IV	24	
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0-2 W-3 and W-4	GS-8 and GS-9	Class I Steps 1 and 4		19-20	
0-1 W-1 and W-2	GS-7	Class I Steps 1 and 2		8	
E-7 thru E-9	GS-6		NF III	15-17	WS-1 thru WS-7. WL-1 thru WL-5
E-5 and E-6	GS-5				WG-9 thru WG-11 and production facilitating and NAF equivalents
E-4	GS-4		NF I-II		
E-1 thru E-3	GS-1 thru GS-3				WG-1 thru WG-8 and NAF equivalents

Figure 3-1.--Military and Civilian Equivalent Grades for Bachelor Quarters.

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1.	<u>Officer/Staff Noncommissioned Officer Accommodations</u>	
a.	<u>Distinguished Guest Quarters (See note)</u>	
	Official Duty (TAD/TDY)	\$30.00 per day
	Non-duty	\$35.00 per day
b.	<u>Building "C" Guest Quarters (See note)</u>	
	Official Duty (TAD/TDY)	\$40.00 per day
	Non-duty	\$43.00 per day
c.	<u>Exceptional Family Member Program Quarters (EFMP) (See note)</u>	
	EFMP Members	\$26.00 per day
	Official Duty (TAD/TDY)	\$30.00 per day
	Non-duty	\$35.00 per day
d.	<u>Suites (See note)</u>	
	Official Duty (TAD/TDY)	\$26.00 per day
	Non-duty	\$33.00 per day
e.	<u>Transient Room (See note)</u>	
	Official Duty (TAD/TDY)	\$18.00 per day
	Non-duty	\$22.00 per day
2.	<u>Other Applicable Charges.</u>	
a.	<u>Returned check charge</u>	\$25.00
NOTE: Maid service included in cost of room. Room fees and charges without maid service are available upon request.		

Figure 3-2.--Fees and Charges.

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CHAPTER 4

MAINTENANCE

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CHAPTER 4

MAINTENANCE

4000. GENERAL. This chapter addresses the procedures and responsibilities of the Head, Bachelor Housing Branch, G-4 for maintenance of facilities under its control.

4001. RESIDENTS' RESPONSIBILITIES

1. All residents of the bachelor officer/staff noncommissioned officer quarters are responsible for reporting maintenance problems to the Head, Bachelor Housing Branch.
2. Permanent personnel are responsible for the cleanliness of the quarters assigned to them.
3. Geographical bachelor staff noncommissioned officers billeted with common head facilities are responsible for the cleanliness of these areas.

4002. MAINTENANCE PROGRAM

1. The Head, Bachelor Housing Branch will appoint a Maintenance Manger who will manage the Maintenance Program.
2. Periodic maintenance inspections will be conducted to identify problems. A progressive program will be maintained to identify, repair, request repairs, and followup on maintenance complaints.
3. Tools will be maintained to operate the self-help maintenance program.
4. Maintenance of an emergency nature, which cannot be repaired by Bachelor Housing Branch personnel will be reported to the G-4 Maintenance Branch trouble desk, at 703-784-2072.
5. Routine maintenance complaints will be reported to the Maintenance Section, Bachelor Quarters, Building 15. A work request log, charting completed and pending action, will be maintained.
6. Maintenance personnel are authorized entrance into all bachelor quarters. Maintenance Branch, G-4 personnel will be accompanied by Bachelor Housing Branch personnel when entering living spaces. Notice will be given to all residents when maintenance inspections are scheduled.

4003. MAINTENANCE OF NONAPPROPRIATED FUND INSTRUMENTALITY PROPERTY

1. The custodian of the billeting fund will supervise the maintenance of nonappropriated fund instrumentality property.
2. In the event a nonappropriated fund instrumentality property item cannot be repaired by Bachelor Housing Branch personnel, the custodian will arrange for repair to be accomplished by facilities maintenance.
3. In the event that repair is not cost effective, appropriate measures, per reference (b), will be taken to credit the account for disposal.

4004. MAINTENANCE OF APPROPRIATED PROPERTY

1. The Head, Bachelor Housing Branch will budget for replacement of personnel support equipment.
2. In the event that damage occurs and the item cannot be repaired, the Head, Bachelor Housing Branch will arrange for disposal through the Marine Corps Base Property Control Office.

4005. REIMBURSEMENT FOR DAMAGE. Personnel required to reimburse the government will do so per reference (b). Nonappropriated and appropriated funds will be kept separate. Reimbursement will be made per reference (a).

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CHAPTER 5

ADMINISTRATION AND REGULATIONS

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CHAPTER 5

ADMINISTRATION AND REGULATIONS

5000. GENERAL. This chapter addresses regulations and other responsibilities under the management and control of the Head, Bachelor Housing Branch, G-4.

5001. ROOM REGULATIONS. The restrictions and regulations herein apply to all bachelor quarters under the control of the Head, Bachelor Housing Branch.

1. Responsibility. Residents are responsible for maintaining proper decorum in assigned quarters and for the cleanliness and care of those quarters.

2. Administration. Residents will keep the Head, Bachelor Housing Branch informed of the following:

- a. Change of grade.
- b. Change of marital status (permanent personnel only).
- c. Periods of absence from the quarters for more than 30 days.
- d. Maintenance requirements/problems.
- e. Intention to vacate assigned quarters at least 30 days prior.
- f. Change of basic allowance for quarters status (permanent personnel only).
- g. Transfers/Reassignments.
- h. Parent unit address and telephone number.
- i. Work address aboard Marine Corps Base and telephone number.

3. Habitability Inspections. Residents are responsible for the order and cleanliness of their quarters. These standards dictate careful attention to the following areas: deck swept/vacuumed; racks made; commode, shower, and sink cleaned; trash receptacles emptied; and clothing stored properly.

4. Conservation/Security. Lights will be turned off and windows and doors locked when leaving the room. Valuables should be secured. The Head, Bachelor Housing Branch is not responsible for any personal belongings.

5. Pets. No pets are permitted in quarters. Guests should arrange for boarding of their pets at a kennel or appropriate place away from the quarters. Assistance in this area can be obtained by calling the Veterinary Clinic at 703-784-2770/9.

6. Kitchens

a. In rooms not equipped with kitchens, the use of hot plates, broilers, ovens, etc., is prohibited because of potential fire hazards and the attraction of insects. A fully functional kitchen is located on the first deck of Liversedge Hall. (See front desk staff.)

b. Bachelor housing rooms equipped with kitchen facilities may be used for cooking.

7. Furniture. The furniture provided to guests is for use in assigned quarters. Removal of furniture without approval of the Head, Bachelor Housing Branch is prohibited.

8. Behavior. Disturbances caused by late night parties, loud music, and other acts of inconsideration toward neighbors are prohibited. Responsibility for personal acts and those of guests lies with the resident. Incidents and complaints will be reported directly to the Head, Bachelor Housing Branch for action.

9. Possession of Weapons. Detailed instructions concerning privately owned weapons are contained in reference (c). Military personnel who violate the provisions of the order are subject to disciplinary action under the Uniform Code of Military Justice. Civilians are subject to prosecution under local statutes and administrative action by the Commander, Marine Corps Base.

10. Abandoned Articles. The Head, Bachelor Housing Branch is not responsible for personal effects which are abandoned in the quarters. Abandoned articles will be turned in to the manager's office and held for 30 days. If articles are not claimed in that time, they will be disposed of in the best interest of the government.

11. Surge Suppressors. Power fluctuations and thunderstorms frequently occur in the Marine Corps Base area. Occupants are expected to use surge suppressors to protect electrical and electronic devices including, but not limited to, computers, modems, videocassette recorders, televisions, telephone answering devices, typewriters, and musical instruments, from damage.

5002. LAUNDRY FACILITIES. Washers and dryers are located throughout the bachelor housing facilities and are for the use of assigned personnel only.

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CHAPTER 6

ENDORSEMENT OF TEMPORARY ADDITIONAL DUTY/TEMPORARY DUTY ORDERS

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CHAPTER 6

ENDORSEMENT OF TEMPORARY ADDITIONAL DUTY/TEMPORARY DUTY ORDERS

6000. GENERAL. This chapter provides instructions on availability/nonavailability of quarters.

6001. REPORTING ORDERS

1. All temporary additional duty personnel (per diem) with reporting orders must check-in for billeting with the Bachelor Housing Branch located at Liversedge Hall, Building 15.
2. A copy of orders along with a government identification card must be provided at time of check-in.
3. Personnel not assigned to transient quarters due to nonavailability or by virtue of grade (staff sergeant and above) must receive a nonavailability number from the front desk agent located in Building 15, Liversedge Hall, prior to seeking billeting at another lodging facility. A nonavailability number can only be generated in the property management system. A copy of original orders is required at time of issuance, once nonavailable dates are verified. The number is issued for the purpose of liquidation of orders through disbursing.
4. Nonavailability numbers will only cover the inclusive dates listed on the orders.

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CHAPTER 7

BILLETING FUND

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CHAPTER 7

BILLETING FUND

7000. BILLETING FUND

1. A billeting fund will be established per the guidance and provisions of references (a) and (b). Per reference (a), an individual will be assigned to administer the fund.
2. Per paragraph 2507.1 of reference (a), requests for modification of the service charges listed in chapter 3 are subject to the approval of the Commander, Marine Corps Base.
3. The financial goal of the billeting fund is overall self-sufficiency and not profit generation. Per reference (a) sufficient revenue should be generated by the account to provide for direct operating expenses, administrative overhead, and acquisition/replacement of capital assets not authorized or available from appropriated funds.
4. The financial management of the billeting fund is guided by references (a) and (b) with specific duties as follows:
 - a. The Director, Regional Contracting Office-Northeast is responsible for processing all appropriated fund purchases. Nonappropriated fund purchases are subject to approval by the Assistant Chief of Staff, G-4.
 - b. The billeting fund custodian is responsible for all funds and the supervision of the nonappropriated fund instrumentalities civilian employees to include, but not limited to, the following:
 - (1) Interviewing and hiring personnel
 - (2) Instructing civilian personnel properly in their duties
 - (3) Monitoring the performance, work schedule, and hours of employees
 - (4) Maintaining change fund
 - (5) Verifying and signing payroll checks
 - (6) Appointing a custodian of the petty cash fund
 - c. The accounting technician is responsible to the custodian and is subject to inspection by the Marine Corps Nonappropriated Fund Audit Service. The accounting technician's duties shall include, but are not limited to the following:

- (1) Verifying daily activity reports,
- (2) Posting debits and credits to journals,
- (3) Working with the desk agent to ensure that registration cards and other forms are properly maintained,
- (4) Assisting in the financial management of the fund by keeping the custodian abreast of the financial status of the fund,
- (5) Preparing financial statements and budget reports for higher authority, and
- (6) Preparing expenditure vouchers for record purposes and maintain nonappropriated fund property inventory records.

d. The bachelor housing desk agents are responsible for checking personnel in and out, taking payment for the rooms, recording maintenance complaints, and taking messages. They are not limited to these duties and will be guided in additional duties by the billeting fund custodian.

e. The maids are to be guided in their duties by the custodian through direct supervision of the Head, Bachelor Housing Branch, G-4. Their services are for the purpose of cleaning individual rooms, for which service charges have been paid, or assigned common areas. They will be scheduled according to the requirements necessary to efficiently and cost effectively perform their duties.

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CHAPTER 8

INSPECTIONS

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FIGURE

8-1	SAMPLE FORMAT OF A LOST KEY LOG.	8-6
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BACHELOR HOUSING MANUAL

CHAPTER 8

INSPECTIONS

8000. GENERAL. Activity commanders have the responsibility to ensure that assigned living spaces are properly maintained and cleaned. Commanders are also obligated to ensure that their personnel are properly housed and receive their entitlement per the minimum standards of adequacy established by the Commandant of the Marine Corps in reference (a). To meet these obligations, inspections of bachelor quarters must be conducted.

8001. ACTIVITY/TENANT ACTIVITY INSPECTION RESPONSIBILITIES

1. Activity Command Responsibilities

a. Promulgate inspection procedures for bachelor housing at the activity.

b. Initiate, coordinate, and conduct periodic inspections of all quarters.

2. Tenant Activity Responsibilities

a. Ensure their personnel are adequately housed.

b. Hold joint inspections for troop movements and deployments, or mass reassignment of tenant activity members to other quarters.

c. Inspect quarters assigned to their personnel to ensure that government property is properly maintained, and that no contraband (flammable materials, live munitions, or illegal drugs) has been introduced. The management and control of alcoholic beverages into bachelor quarters occupied by sergeants and below is the responsibility of the unit commander. Furthermore, the display of pornographic/obscene materials is prohibited in bachelor quarters.

8002. HEAD, BACHELOR HOUSING RESPONSIBILITIES

1. Conduct periodic inspections.

2. Reduce the number of inspections and room entries by consolidating with command inspections.

3. Be present or have a representative present at all quarters inspections.

4. Review all inspection reports and initiate or coordinate corrective action to address discrepancies noted therein.

8003. ESTABLISHING AN INSPECTION PROGRAM. The command will publish a detailed policy for inspecting officers and staff noncommissioned officers bachelor quarters. This policy will include the following:

1. Inspection responsibilities of the bachelor housing management staff,
2. Schedule and frequency of inspections,
3. Methods for conducting inspections,
4. Reports required, and
5. Corrective action procedures.

8004. SAFETY AND SECURITY INSPECTIONS

1. Bachelor housing management shall provide a safe and secure environment for the residents. To perform this function effectively, bachelor housing management must:

a. Identify and minimize conditions which may cause a fire, accident, or incident;

b. Apply measures to reduce or prevent the occurrence of injuries, damages, or losses; and

c. Train staff members and encourage residents to comply with safety and security programs.

2. Inspections of the quarters will be held to the minimum number of times necessary to ensure that the buildings are properly maintained in a safe and sanitary condition.

3. Inspections by experts in the fields of fire safety, security, medicine, and public facilities should be routinely conducted.

8005. KEY CONTROL PROCEDURES

1. The Bachelor Housing Manager is the central key control figure. This function is of major importance to the security of the resident's possessions and of government property. Key control is the cornerstone of physical security. If keys, particularly master keys,

are compromised or lost, it jeopardizes the security of the bachelor quarters. An effective key control system is essential to reduce direct loss to the government and claims against the government for theft.

2. General and master key lockers will be established.

a. The general key locker will contain all keys not in the master key locker. The bachelor housing manager, clerks, and assistants will have access to the general key locker.

b. The master key locker will contain all working masters. Only the Bachelor Housing Manager or a designated representative will have access to this locker. The master keys in this locker should have large tags or rings to prevent them from being misplaced. Master keys will never be taken from the immediate area of the quarters. They will be signed out at the beginning of each working day and signed back in when the day is over. Master key issuance will be recorded in a special log and master keys will only be issued to those persons authorized in writing by the activity.

8006. KEY LOSS PROCEDURES

1. Lost Keys. The Bachelor Housing Manager will note the loss of keys in a lost key log (see example at figure 8-1) and then issue a duplicate key. The Head, Bachelor Housing Branch, G-4 may direct an investigation of the loss, particularly if thefts are involved. If three keys to the same lock have been lost, the Head, Bachelor Housing Branch will direct that a different lock setting be placed in that space. Residents may be subject to disciplinary action for lost keys.

2. Master keys. The loss of master keys will be reported directly to the Head, Bachelor Housing Branch. The Head, Bachelor Housing Branch will investigate the loss and determine if it is required to change or sway all the locks that the master key can open.

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NAME	RATE GRADE	SOCIAL SECURITY NUMBER	BUILDING/ ROOM NUMBER	REASON FOR LOST KEY	DATE

Figure 8-1.--Sample Format of a Lost Key Log.

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APPENDIX A

DEFINITIONS

1. For the purpose of this manual, the following definitions apply:

Accommodations. Living units within a structure provided to individual occupants.

Adequate. Housing currently considered adequate for involuntary assignment for any personnel category.

All-Others Tour. Prescribed tour length of duty for a Marine with family members who elects to serve an accompanied overseas tour of duty without family members. Marines without family members ordered to an accompanied overseas duty station serve the all-others tour of duty, except as provided for in MCO P1300.8.

Bachelors. This term applies to both male and female personnel (including divorced and legally separated personnel) who are entitled to Bachelor Allowance for Housing (basic allowance for housing) at the "without-dependents" rate if suitable government quarters are not available.

Bachelor Housing. Government bachelor housing and private bachelor housing, excluding housing used for billeting the guard of the day.

Head, Bachelor Housing Branch. The base commander's principal person responsible for the centralized management of all bachelor housing functions and facilities on the base.

Bachelor Housing Duty Manager. The person assigned to the base command's bachelor housing manager to carry out the operations of bachelor housing after normal working hours (e.g., barracks duty noncommissioned officer).

Bachelor Housing Manager. The person assigned by the host/tenant commander to assist the Head, Bachelor Housing Branch with the day-to-day operations of bachelor housing.

Basic Allowance for Housing. An amount of money prescribed and limited by law which an officer or enlisted member receives to pay for housing when housing is not provided by the government.

Dependents Restricted Tour. An overseas location/unit/activity where family members of Marines are not authorized to be present.

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Fair Market Rent. A rental value derived by comparison of Marine Corps/Department of Defense owned or controlled housing, with comparison of community rental housing, located within or adjacent to an established community which offers a rental housing market.

Family Separation Allowances (Type I). An allowance in the amount of basic allowance for housing at the without-dependents rate for the appropriate grade which is paid to a married member assigned a dependents-restricted tour, and for whom no adequate bachelor quarters are available or assigned.

Furnishings. Furniture, household equipment, and miscellaneous items necessary to provide a reasonable degree of living comfort in housing, as indicated in the table of maximum allowances for bachelor quarters and otherwise specified herein. The term "furnishings" does not include household goods such as linens, cutlery, silverware, dishes, and kitchen utensils. It does not include air-conditioning units or equipment, and miscellaneous items. The following definitions apply:

a. Furniture. Items such as beds, dressers, tables, chairs, and lamps.

b. Equipment. Includes household items, such as clothes washers and dryers, refrigerators, cooking ranges, and ice-making machines.

c. Miscellaneous Items. Supplemental items, such as floor polishers, trash receptacles, vacuum cleaners, and ashtrays.

Geographical Bachelor. Personnel who are entitled to the travel of family members and transportation of household goods, but have chosen not to be accompanied.

Government Bachelor Quarters. Structures owned or controlled by the Federal government, including structures leased or rented, which are designed or altered to provide living accommodations for officer and enlisted personnel, but not normally available for occupancy by family members. This definition excludes sleeping rooms for guard duty or similar functions.

Gross Living/Sleeping Area. The floor of an occupant's room(s), bathroom, room closets, and circulation space between rooms including auxiliary exterior walls and interior partitions. Normally the term is used to describe an area providing complete living facilities, including provisions for living, sleeping, bathing, closet, and toilet facilities for one person.

Guest House. Government officer quarters operated by the Head, Bachelor Housing Branch.

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Inadequate (Upgradeable). Quarters which do not meet the minimum standard of adequacy for involuntary assignment, but which can be upgraded economically to an adequate condition. Quarters will not be classed as inadequate based on present occupancy if such quarters would be considered adequate for a lower personnel category, namely, corporals and below, but not recruits.

In Leasing. An agreement by which the Marine Corps obtains possession of real property not owned by the United States of America for a stated period of time and for a stated consideration.

Key Personnel. Civilian/military personnel whose duty assignments are considered by the base commander to be key and essential to activity operations so as to require residency aboard the base.

Lease. A contract by which one conveys real estate (bachelor quarters) for a period of time with a specific rent.

Military Necessity. Military conditions or considerations which require a member to be billeted in a government-owned or government-controlled facility (regardless of standards of adequacy) for mission accomplishment, contingency operations, training, or maintenance of a disciplined force.

Minimum Standard of Adequacy. The standards set forth defining adequacy of military bachelor quarters. (See figure 1-1 for standards by grade.) The standards have been established to meet the basic psychological and physiological needs for space and privacy and should be used in determining eligibility for payment of basic allowance for housing or per diem.

Net Living/Sleeping Area

a. Enlisted. The clear sleeping/living space in bachelor quarters (room or open squadbay) allocated for an individual's use, including, as appropriate, bed space, personal locker, or closet space, and circulation, but excluding all shared areas. Measurements are made from the inside face of the peripheral walls.

b. Officer. The total area measured from the inside face of the peripheral walls of the suite, and includes all spaces and partitions thereby enclosed, to include bathroom, living room, kitchen, and bedroom.

Nonappropriated Fund Instrumentality. An integral Marine Corps organizational entity which performs a government function. It acts in its own name to provide or assist military organizations in providing Marines Corps Community Services programs for military personnel and authorized civilians. As a fiscal entity, it maintains custody of and control over its nonappropriated funds. It is also

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responsible for the exercise of reasonable care to prudently administer, safeguard, preserve, and maintain those appropriated fund resources made available to carry out its function. With its nonappropriated funds, it contributes to the Marines Corps Community Services programs or other authorized organizational entities when so authorized. It is not incorporated under the laws of any state and DC, and it enjoys the legal status of an instrumentality of the United States.

Nonappropriated Fund Instrumentality Employee. A person employed by a nonappropriated fund instrumentality and compensated with nonappropriated funds.

Nonappropriated Funds. Cash and other assets not appropriated by the Congress of the United States. The nonappropriated funds are government funds; they are used for the collective benefit of military personnel, their family members, and authorized civilians. These funds are separate and apart from funds which are recorded in the books of the Treasurer of the United States.

Occupancy Rate. A percentage calculation of building occupancy which is used to determine utilization of bachelor quarters.

Permanent Building. A class II facility which is designed and constructed to serve a specific purpose for at least 25 years with no undue maintenance requirement.

Permanent Party Personnel. Military personnel and authorized civilian employees who are assigned or attached to an activity in a permanent status.

Personnel Support Equipment. As used in this manual, personnel support equipment includes all furnishings provided for bachelor quarters.

Private Quarters. Existing civilian community rental housing units which accepts military personnel as tenants and which meet the Minimum Standard of Adequacy.

Recruits. Persons undergoing initial Marine Corps recruit training and those persons attending Officer Candidates School.

Semipermanent Building. A class II facility which is designed and constructed to serve a specific purpose for 5 to 24 years with no undue maintenance requirement.

Separated Married Personnel. See geographical bachelors.

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Student. A member attending a Marine Corps recognized training course on official orders.

a. Temporary Additional Duty. Military or civilian student in a course of less than 20 weeks.

b. Permanent Change of Station Student. Military or civilian student in a course of at least 20 weeks.

Substandard (May Not be Made Adequate/Not Upgrading). Quarters which cannot be made adequate economically through improvement or modernization. Quarters will not be classed as substandard if such quarters would be considered adequate for lower personnel, namely, corporals and below, but not for recruits.

Temporary Building. A class II facility which is designed and constructed to serve a specific purpose for less than 5 years. Temporary buildings are normally considered to be substandard (not upgrading).

Temporary Lodging Facility. Short-term, temporary, housing accommodations for occupancy by military members, their family members, and guests. Temporary lodging facilities do not include very important person quarters, rest and recreation facilities, family housing, bachelor quarters, or transient quarters.

Trainee. Enlisted Marines attending an initial school for skill training or military occupational specialist qualification.

Transient Quarters. Quarters maintained primarily to provide temporary housing for temporary additional duty officers, enlisted, and comparable Department of Defense civilian employees.

Transients. Military personnel and Department of Defense civilian employees at an activity other than the one to which they are permanently assigned. Non-duty personnel and personnel being out-processed should be called "casuals."

Voluntarily Separated Personnel. See geographical bachelors.

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APPENDIX B

LIST OF REFERENCES

1. The current editions of the following directives support this manual and are available for additional training information as required.

- a. MCO P1300.8R
- b. MCO P1700.27A
- c. MCO P11000.7C
- d. MCO P11000.9C
- e. MCO P11000.14
- f. MCO P11000.22
- g. SECNAVINST 5760.1C
- h. NAVCOMPT Manual, Volume 4
- i. NAVCOMPT Manual, Volume 7
- j. DoD 7000.14-R
- k. MCBO 8000.1